

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch
Parenting Support Program

Addendum 1

January 29, 2015

To

Request for Proposals

HTH-560-CF-006
Parenting Education, Training, and
Support Through
The Parent Line and Home Reach
Issued: 1/12/15

January 29, 2015

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

**Parenting Education, Training, and
Support Through
The Parent Line and Home Reach
HTH-560-CF-006**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Parenting Support Program is issuing this addendum to Parenting Education, Training, and Support, through The Parent Line and Home Reach, HTH-560-CF-006 for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of January 21, 2015, and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact: Lynn Niitani, 733-4054/ lynn.niitani@doh.hawaii.gov

Responses to Question Raised by Applicants
For HTH-560-CF-006
Parenting Education, Training, and Support, through The Parent Line and Home Reach

1. Please provide clarification regarding the period of funding.

There is an error in Section 2, 2.1 F, on page 2-3.

The probable funding amounts, source, and period of availability will be amended to reflect:

Fiscal Year 2016:	\$250,000.00 (January – June 2016)
Fiscal Year 2017:	\$500,000.00 (July 2016 – June 2017)

2. The numbers in the performance tables do not match what is outlined in Section 2. Please provide clarification.

The Parent Educational Resources & Distribution section will be amended to reflect:

The program will develop, update, and coordinate the preparation and distribution of written parenting information.

- A minimum of 30,000 new parent packets of information shall be distributed through birthing hospitals statewide or through community partnerships annually.
- A minimum of 40,000 newsletters for parents of preschoolers will be distributed quarterly.
- A minimum of 25,000 brochures containing information on kindergarten readiness will be distributed annually.
- A minimum of 60,000 directories of community resources for parents will be distributed annually.
- A minimum of 75,000 handouts containing information on how to create a safe sleep will be distributed annually.

Parent Educational Resources & Distribution: Tables B line 11 has been amended to reflect that 50 families shall be provided with short-term in-home parenting education and support annually.

3. Will the financial audit report and organization-wide budget be counted in the 100 page limit?

No. The financial audit report and organization-wide budget will not be included in the page limit count. If a financial audit report is not available a short explanation may be submitted in its place. This explanation will not be included in the page limit count.

4. Has the proposal submittal deadline changed?

No. Proposals are due February 23, 2015

HTH-560-CF-006
Parenting Education, Training, and Support, through The Parent Line and Home Reach
is amended as follows:

Subsection Page

Section 2, Service Specifications

2.1 F	2-3	The probable funding amounts, source, and period of availability is amended as follows: Fiscal Year 2016: \$250,000.00 (January – June 2016) Fiscal Year 2017: \$500,000.00 (July 2016 – June 2017)
2.4 A	2-5	Telephone warm line is amend to reflect an additional bullet as follows: <ul style="list-style-type: none">• The phone line staff shall respond to callers seeking information about how to create a safe sleeping environment for their child.
2.4 A	2-5	Parent Educational Resources & Distribution is amended as follows: The program will develop, update, and coordinate the preparation and distribution of written parenting information. <ul style="list-style-type: none">• A minimum of 30,000 new parent packets of information shall be distributed through birthing hospitals statewide or through community partnerships annually.• A minimum of 40,000 newsletters for parents of preschoolers will be distributed quarterly.• A minimum of 25,000 brochures containing information on kindergarten readiness will be distributed annually.• A minimum of 60,000 directories of community resources for parents will be distributed annually.• A minimum of 75,000 handouts containing information on how to create a safe sleep will be distributed

annually.

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| 2.4 A | 2-6 | <p>Community-based training and education is amended to reflect additional bullets as follows:</p> <ul style="list-style-type: none">• Specific topics shall also include awareness of how to protect children from human trafficking, sexual and domestic violence.• Participation in the Maternal and Child Health Branch's (MCHB) child abuse and neglect prevention efforts including the promotion of February as Parent Leadership Month, April as Child Abuse Prevention Awareness Month, and October as Safe Sleep Awareness Month.• Attendance at a minimum of one national training or conference addressing strengthening families or child abuse and neglect. Following the conference, the Awardee will provide a minimum of one training on what was learned and provide a detailed summary to the MCHB.• Participation in and coordination of Safe Sleep Hawaii in partnership with the MCHB. |
| 2.4 B | 2-7 | <p>Staffing is amended as follows:</p> <p>Project Coordinator</p> <ul style="list-style-type: none">• Must have a master's degree in social/behavioral sciences, nursing, public health, education, or a related field.• Four years of specialized experience including supervisory experience.• Knowledge of the principles of child growth and development and child behavior.• Comprehensive knowledge of emotional disturbances, family violence, guidance, parenting, and family dynamics.• Working knowledge of bookkeeping/accounting. <p>a. Phone Specialist & In-Home Parent</p> |

Educator

- Must have a four-year accredited university/college degree with a BA or BS degree in social work, public health, education, behavioral/social sciences, nursing, or a related field.
- Three years' experience in child/human services.
- Must have demonstrated basic knowledge of parenting skills and family dynamics.

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| 3. | 2-8 | Quality assurance and evaluation specification is amended to reflect the additional requirement as follows:
b. The Awardee and the MCHB monitor shall meet quarterly to review the progress towards achieving the goal. |
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Section 3, Proposal Application Instructions

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| | 3-1 | General instructions for completing the application is amended with an additional bullet as follows:
• The total number of pages shall not exceed 100 pages. (The page number count shall not include the Organization-wide budget and the financial audit report.) |
| 3.2 A-E | 3-2,
3-3 | Experience and Capability is amended as follows: Delete page limits. Attachments shall be counted towards the page limit. |
| 3.3 A-B | 3-3 | Project Organization and Staffing is amended as follows: Delete page limits. Attachments shall be counted towards the page limit. |
| 3.4 A-B | 3-4,
3-5 | Service Delivery is amended as follows: Delete page limits. Attachments shall be counted towards the page limit. |
| 3.5 | 3-5,3-
6 | Financial: Delete page limits. Attachments (excluding the required financial audit report and organization |

wide budget) shall be counted towards the page limit.

Section 4, Proposal Evaluation

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| 4.3 B | 4-3 – | Evaluation of proposals is amended as follows: Delete page limits. Attachments (excluding the required financial audit report and organization wide budget) shall be counted towards the page limit. |
| | 4-5 | |

Section 5, Attachments

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| Attachment
C | Table B, Service Activities, is amended as follows: The annual performance objective for the number of families receiving Home Reach services shall be 50 families annually. |
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Performance Measures

TABLE A: Performance Outcomes (January – June 2016)	Objective for FY 2016
Knowledge of Child Development	
1. % of parents calling The Parent Line will be able to voice understanding of their child's development including if their child is delayed and to what extent.	90%
2. % of callers who request and receive written parenting materials who continue to utilize The Parent Line.	90%
3. % of training participants will learn how to effectively utilize the ASQ & ASQ-SE tool as indicated in a pre-post, test.	95%
4. % of training participants who demonstrate an increased understanding of safe sleep environments.	95%
5. % of _____.	____%
6. % of _____.	____%
Nurturing and Attachment/Social Emotional Competence	
1. % of parents calling The Parent Line will report the call was helpful and that they have more information on parenting than they did previous to calling.	95%
2. % of families served through Home Reach will demonstrate nurturing and facilitate emotional attachments with their children.	95%
3. % of _____.	____%
4. % of _____.	____%
Social Connections	
1. % of families receiving Home Reach will be provided support in finding social connections.	90%
2. % of parents attending a general education or training who will form connections with other parent participants.	80%
3. % of _____.	____%
4. % of _____.	____%
Concrete Supports	
1. % of parents calling The Parent Line who report they received general parenting information that has provided concrete support to them as parents.	90%
2. % of parents served through Home Reach will receive concrete support for parenting issues.	95%
3. % of _____.	____%
Resilience	
1. % of parents calling The Parent Line who report they feel more resilient and more positive about parenting.	80%
2. % of _____.	____%

Performance Measures

Table B. Performance Activities/Outputs (January – June 2016)	Performance Objectives for (01/16- 03/16)	Performance Objectives for (4/16- 6/16)	Annual Performance Objectives for Jan-June 2016
1. Number of calls answered by The Parent Line.	750	750	1,500
2. Number of new parent packets distributed	7,500	7,500	15,000
3. Number of parents who received written information following phone calls.	250	250	500
4. Number of newsletters for parents of preschoolers distributed.	40,000	40,000	80,000
5. Number of kindergarten readiness brochures distributed.	6,750	6,750	12,500
6. Number of community resource directories distributed.	15,000	15,000	30,000
7. Number of safe sleep handouts distributed.	18,750	18,750	37,500
8. Number of visitors to The Parent Line website.	5,000	5,000	10,000
9. Number of general educational workshops/trainings conducted.	6	6	12
10. Number of referrals made for Home Reach services.	14	14	28
11. Number of families receiving Home Reach services.	12	13	25

Quarterly Narrative Report Summary:

1. Activity Milestones
2. Significant Outputs (e.g. service delivery, capacity, enrollment, attendance, satisfaction, other)
3. Significant Immediate Outcomes (Outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships)
4. Implementation Issues and Concerns
5. Significant Stories/Consumer Satisfaction
6. Demographic Information

TABLE A: Performance Outcomes (July 2016 – June 2017)	Objective for FY 2017
Knowledge of Child Development	
1. % of parents calling The Parent Line will be able to voice understanding of their child's development including if their child is delayed and to what extent.	90%
2. % of callers who request and receive written parenting materials who continue to utilize The Parent Line.	90%
3. % of training participants will learn how to effectively utilize the ASQ & ASQ-SE tool as indicated in pre-post, tests.	95%
4. % of training participants who demonstrate an increased understanding of safe sleep environments.	95%
5. % of _____.	____%
6. % of _____.	____%
Nurturing and Attachment/Social Emotional Competence	
1. % of parents calling The Parent Line will report the call was helpful and that they have more information on parenting than they did previous to calling.	95%
2. % of families served through Home Reach will demonstrate nurturing and facilitate emotional attachments with their children.	95%
3. % of _____.	____%
4. % of _____.	____%
Social Connections	
1. % of families receiving Home Reach will be provided support in finding social connections.	90%
2. % of parents attending a general education or training who will form connections with other parent participants.	80%
3. % of _____.	____%
4. % of _____.	____%
Concrete Supports	
1. % of parents calling The Parent Line who report they received general parenting information that has provided concrete support to them as parents.	90%
2. % of parents served through Home Reach will receive concrete support for parenting issues.	95%
3. % of _____.	____%
Resilience	
1. % of parents calling The Parent Line who report they feel more resilient and more positive about parenting.	80%
2. % of _____.	____%

Table B. Performance Activities/Outputs (July 2016 – June 2017)	Performance Objectives Quarter 1 (07/16-9/16)	Performance Objectives Quarter 2 (10/16-11/16)	Performance Objectives Quarter 3 (01/17-03/17)	Performance Objectives Quarter 4 (03/17-6/17)	Annual Performance Objectives for Fiscal Year 2016
1. Number of calls answered by The Parent Line.	750	750	750	750	3,000
2. Number of new parent packets distributed	7,500	7,500	7,500	7,500	30,000
3. Number of parents who received written information following phone calls.	250	250	250	250	1,000
4. Number of newsletters for parents of preschoolers distributed.	40,000	40,000	40,000	40,000	160,000
5. Number of kindergarten readiness brochures distributed.	12,500	12,500	12,500	12,500	25,000
6. Number of community resource directories distributed.	12,500	12,500	12,500	12,500	30,000
7. Number of safe sleep handouts distributed.	18,750	18,750	18,750	18,750	75,000
8. Number of visitors to The Parent Line website.	5,000	5,000	5,000	5,000	20,000
9. Number of general educational workshops/trainings conducted.	6	6	6	6	24
10. Number of referrals made for Home Reach services.	14	14	14	14	56
11. Number of families receiving Home Reach services.	13	12	13	12	50

Quarterly Narrative Report Summary:

1. Activity Milestones
2. Significant Outputs (e.g. service delivery, capacity, enrollment, attendance, satisfaction, other)
3. Significant Immediate Outcomes (Outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships)
4. Implementation Issues and Concerns
5. Significant Stories/Consumer Satisfaction
6. Demographic Information